

EDMS ALERT: Service of Documents Proposed to Be Sealed or Filed under an Order to Seal



EDMS does not serve these documents. The filer of a Document Proposed to be Sealed or a document Filed under an Order to Seal is responsible for service on all parties who require service.

Because the Chapter 16 rules describe a number of options for sealing a docket entry or a document, EDMS can't anticipate what the filer will request or what the judge's order to seal will approve in terms of sealing the docket entry or the document. That's why EDMS can't accurately determine what parties are authorized to see that the document was filed or to see the document. Therefore, it is the filer's responsibility to service these documents.

Whenever you file an application and a proposed document to be sealed, or whenever you check the box on the electronic coversheet in EDMS that indicates your document is filed under an existing order to seal, you must manually send notification of that filing to the parties that require service, just as you did when filing in paper before the advent of EDMS.